

BUILDING DEVELOPMENT COMMISSION

Minutes of March 19, 2019 Meeting

Chair, Aaron Moody, opened the Building Development Commission (BDC) meeting at 3:04 p.m. on Tuesday, March 19th, 2019.

Present: Aaron Moody, Vince Busby, Melanie Coyne, Michael Stephenson, Andrew Kennedy, Tom Brasse, Brandon Brown, Elizabeth Frere, Paul Stefano, Terry Knotts, Glenn Berry, John Taylor, and Zeke Acosta

Absent: Rodney Kiser

1. MINUTES APPROVED

John Taylor made the motion to approve the minutes from the February 19th BDC Meeting, seconded by Paul Stefano. The minutes were approved unanimously.

2. BDC MEMBERS' ISSUES AND INDUSTRY ASSOCIATION ISSUES

Aaron Moody introduced and welcomed the newest member of the BDC, Vince Busby, representing NARI. Aaron shared that Mr. Busby has been in the construction industry for more than 30 years. He is the owner of Distinctive Design/Build/Remodel, LLC since 1997, specializing in luxury remodeling and custom homes. He is a General Contractor, NARI Certified Remodeler and Certified Remodeling Project Manager. Mr. Busby won Contractor of the Year in 2015 and 2016.

3. PUBLIC ATTENDEE ISSUES

No public comments.

4. NOMINATIONS AND VOTE IN CHAIR

Aaron Moody, BDC Chair opened the floor for member nominations of the BDC Vice-Chair. John Taylor, representing Associated Builders & Contractors, Inc. was nominated. Tom Brasse made the motion to approve John Taylor as the BDC Vice-Chair, seconded by Glenn Berry. The motion passed unanimously.

5. HOLDS UPDATE

Patrick Granson discussed the implementation of part 1 of 8 deletions of holds with the use of 14 named holds. This will identify what the hold is and what department the hold comes from. Currently 63 holds are in the system throughout all departments. The Department will identify the agency and the hold number within the first phase. The next phase is to rename the holds and begin working with the new technology.

6. A/E PROGRAM BEGINS AGAIN

On April 1, 2019 the A/E Program will be turned back on.

7. SPECIAL INSPECTION CHANGES 1705.17

Patrick Granson updated the BDC from last month's meeting, saying we have come up with a strategy using two documents, one notification document for fire penetration and joints. Directors will work through exceptions through DOI since the parameters built in the requirements must work for DOI. This includes high-rise, category 3-4 story buildings that are critical to infrastructure, and anything containing occupancies over 300+ people. Tech improvements have not been budgeted yet. We are still working from the direction of DOI.

8. FY20 BDC BUDGET PROPOSAL

Patrick Granson thanked the budget subcommittee for their hard work and feedback throughout the budget process. Stephanie Prioleau walked members through the following data which is inclusive of the FY20 Budget Proposal:

- Review Revenue Projections; Permit/other revenue
- FY19 & FY20 Expense Summary Budget Comparison
- Overview of FY20 (& FY19) technology budget
- Current revenue status thru 2/28/19
- Revenue forecast strategy (FY20); straight-line vs. monthly average

Revenue Projection Permit/Other Fees

Revenue Category	FY 2020 Amount	FY 2019 Amount
Permit Fees	\$ 28,034,958	\$ 27,331,585
Other revenue		
• Com'l Express review	177,000	293,872
• Com'l 3 rd review charges	16,168	25,147
• On Schedule	2,194,772	-
• Com'l other; RTAP & other chrgs	1,000,722	1,615,971
• Com'l Misc (Daycare)	900	900
• Mega Team	9,134	671,099
• Document Control	838,780	713,978
• Revenue Collection	143,392	126,254
• Bld. Insp; MECK SI	6,250	-
• Bld. Insp; OTI	256,460	-
• Bld. Insp; IBA	582,176	503,390
• Cancellation Fees	2,440	-
• 3 rd Party	100,000	100,000
• ABC Inspections	28,340	33,150
• MCFM added permits	272,700	160,152
• Subtotal other revenue	\$ 5,629,234	\$ 4,243,913
Total Revenue Projection	\$ 33,664,192	\$ 31,575,498

Permit revenue & fees are annualized and reflected to support the annual budgeted expenses.

- Other revenue is annualized based on collections @ 12/31. So what has changed this year?
- On Schedule: Unlike previous years this line item is no longer included in Com'l RTAP fees. This year you will begin to see this revenue source shift slightly. That is due to reclassing/distributing funds as collected within the MEGA & Special Projects teams.
- In FY19 the MEGA revenue was budgeted to reflect this but that reporting change did not occur as expected.
- Special Inspections did not have revenue as of 12/31 but @ 2/28 revenue is 23K.
- Bld. Insp. (MECK SI, OTI & IBA): These line items have been separated to reflect the inflow of each revenue source.
- Plan Review (cancellation fees) will also begin to reflect revenue collected.
- ABC Inspections are no longer included within the residential Bldg. Insp. Going forward they are reflected within the commercial unit.

Note: other non-permit revenue to include \$77,390 for MCFM trainer

Expense Summary Budget Comparison

Changes between FY 19 & 20 Budget Summary Comparison

Expense Summary - FY2020	Amount	Expense Summary - FY2019	Amount
4000- Personnel Services	\$ 27,967,970	4000- Personnel Services	\$ 26,633,649
5000- Contractual Services	\$ 2,068,610	5000- Contractual Services	\$ 1,658,416
6000- Commodities	\$ 767,664	6000- Commodities	\$ 673,201
8000- Internal Services	\$ 2,381,338	8000- Internal Services	\$ 2,370,794
9000- Fixed Assests	\$ 556,000	9000- Fixed Assests	\$ 315,178
Total FY20 Expense Summary	\$ 33,741,582	Total FY19 Expense Summary	\$ 31,651,238

Personnel Services 4000's: Up 1.33M from FY19

- Include 3% raise (shows up as 336K diff)
- OT @ 1.2M (631K incr. in FY20)
- Other 4000 act (Ins. FICA, etc. up 366K)

Contractual Services 5000's: up 411K

- Maint./tech support up 365K; COOP laptops, Accela hardware, HB 252 & 948
- Training up 12K; 5K FMO reallocation
- Transc. Fees up 60K
- FMO down 5K (utilizing Emer. Rpt. ONLY)
- Telephone down 12K
- Temp labor down 9K

Commodities 6000's: up 94K

- 34 inch monitors 46K
- lpad repl. down 54K
- Code books down 6K (not a code change year)

Internal Services 8000's: up 10K

- Overhead 9K
- Veh Maint. rounded up \$850

Fixed Assets 9000's: up 240K

- FY20 replacement vehicle purchase/spare tires

Note: Total increase of \$2,090,344 over FY19

Technology Budget Comparison

Difference between FY 19 & 20 Budget Summary Comparison

Technology Budget - FY2020	Amount	Technology Budget - FY2019	Amount
Tech Maint. & Support	\$ 997,040	Tech Maint. & Support	\$ 525,473
Winchester Enhancements	\$ 55,000	Winchester Enhancements	\$ 55,000
Appendix B	\$ 40,000	Appendix B	\$ 40,000
Total FY20 Budget	\$ 1,092,040	Total FY19 Budget	\$ 620,473

Tech Maint./Support & Equip: Up 471K from FY19

- Accela Transition Hardware (80K)
- House Bills: HB 252 & HB948 (100K)
- Laptops: COOP (51K)
- Monitors: 34 inch (46K)
- Sages: price incr. p/h (100K)
- License tier incr. (23K)
- iPads (56K)
- Remaining items combined (15K)

Winchester Enhancements: no change; budgeted to cover potential enhancement if the need arise.

Appendix B: no change; building code summary required on all plan review projects. Basically a roadmap on how to apply the code.

Note: Total increase of \$471,567 over FY19

Stephanie shared current permit revenue status through February 28, 2019:

- FY19 projection @ \$18,221,057
- FY19 collected @ \$19,513,874

As of 2/28/19, YTD revenue is ahead by \$1,292,817 or 7%. Our current average is \$2.4M per month.

The Board had a lengthy discussion on reducing fees. Aaron Moody, Chair, asked that the discussion be tabled until next year when we can better determine if the industry is slowing down. He also added he would prefer not to lower fees this year and then have to increase fees in FY21.

Chair, Aaron Moody moved that the BDC support the Code Enforcement proposed FY20 budget proposal, including an expense and revenue level of \$33,741,582 supporting 270 FTE's., with sources of expense and revenue as described during the March 18th BDC meeting. Glenn Berry seconded the motion. The motion to approve the FY20 budget proposal passed unanimously.

9. ADJOURNMENT

The March 19th meeting of the Building Development Commission adjourned at 3:58 p.m. The next meeting of the Building Development Commission is scheduled for Tuesday, April 16, 2019.